

Village Hall User Guide

[prototype: 6th March, 2008]

Welcome to Allendale Village Hall! We want you to be comfortable with the facilities, to use them in the best way possible, so that your function goes smoothly and well.

This User Guide has been prepared for users who hire the hall as a one-off, or very occasionally -- perhaps once or twice a year -- for special events. So we assume that there may be things about the facility that will be unfamiliar to you.

INTRODUCTION

Allendale Village Hall (with Allendale Recreation Ground) is a registered charity run by a community group of volunteers. This management committee are the trustees of the charity, selected every year at the public Annual General Meeting, to represent the user groups who are regularly in the hall or the recreation ground.

The charity employs a caretaker (10 hours a week), a cleaner (5 hours a week) and a secretary/treasurer (innumerable hours a week). But we keep the hire costs down by trying to ensure that users clean and tidy up after themselves, with our cleaner/caretaker bringing the place back to readiness for the next user.

CONTACTS

Your first contact may have been by way of enquiry to the Booking Secretary, Kath Cape on (01434) 685560. Alternatively, you may have had a chat with our Chairman, Larry Winger (01434) 685047. In either case, the facilities available to you should have been explained thoroughly. If you don't understand anything about the hall, please be sure to ask! Marlene Kinver is the Caretaker and can be contacted if there are problems with the hall, on (07904) 339 533.

BOOKING PROCEDURE

After your first contacts, you will be asked to fill out a Booking Form, in which you need to specify the times you will be occupying the hall, and any other specialist facilities that you require, eg. stage layout; tables and chairs; sound system requirements; stage lighting requirements; kitchen usage; audiovisual requirements. There is an extra cost associated with some specialist requirements, due to increased energy consumption, setup charges, and normal wear and tear on equipment. It may be helpful to use the sketch of the whole facility to indicate your particular requirements -- do note however that the hire fee is kept low because the hall management expects that significant setup work will be performed by those hiring the hall. Naturally, you will want to know how much the whole hire is going to cost, and this can be discussed during the booking process.

PAYING PROCEDURE

When your function is over, the secretary/treasurer will send you an invoice itemising the hire charges for the facilities you have used. If there are breakages, unfortunately the person who hires the hall is responsible to pay for them. Please make cheques payable to 'Allendale Village Hall' when paying for your hire.

ACCESS

There are a variety of ways which the hall management has devised to enable access to the hall. Depending on the length of time your event covers, it may be simplest to leave the hall open for you, asking you to lock the doors at the end of the event. Alternatively, it

might be easier for you to borrow a key for the duration. You can confirm these particulars when you make the booking with us.

IMPORTANT UTILITIES:

Lights: The lighting in the hall is now effectively self-explanatory, but you may want to try out the various settings in the Main Hall before your function, to be sure that you know how to achieve the lighting effect you want. Users are asked, please, to check that all lights are out, especially in the toilets, when leaving the building at the end of the function.

Electricity: There are a variety of appliances in the hall which you may be using. These will have been tested for electrical safety (PAT). The hall cannot be held responsible for the safety of any appliance you may bring in to your function. Electrical outlets are conveniently placed throughout the halls and kitchen.

Heating: The New Hall and kitchen are heated by radiators, which can take some time to warm the room. They are turned on from the control box in the bar area (open the little door and set the switch to CONSTANT -- please don't forget to turn the heating off when your function is finished!). The Main Hall is heated by hot air, which is very quick. Follow the instructions above the thermostat (which is situated just below the clock on the side wall) -- don't forget that the maximum setting at any one time is for a 2 hour heating period. When this period has elapsed, just click the buttons through for another period (1/2 hour, 1 hour, 2 hours).

Fire Safety: The hall has ample fire extinguishers, fire alarms, emergency lighting, and appropriately marked exits. The Fire Safety book available in the foyer describes Fire Risks in general and in specific, and contains a detailed Emergency Plan.

Cleaning supplies and waste: Brooms, dustpans and brushes are always kept in the bar area or the kitchen. There are two mops and mop buckets on wheels in the cleaners' cupboard on the side of the Main Hall. Detergents and cleaning liquids are kept under the kitchen sink. Dust bins are provided in the kitchen and throughout the hall. Users are asked to ensure that their rubbish is disposed tidily in the large council bins outside the hall (recycling bins on the balcony; normal bins at the entrance), with any excess rubbish taken away please.

Bar facilities: The village hall is a fully licensed facility, for the service of alcohol. The hall management reserve the right to run the bar for private parties, but we are delighted to delegate that responsibility to local organisations in the Allen Valleys who also depend on profit from their functions to maintain their service in the community. In any case, do chat with the Chairman about the bar service, to ensure that appropriate terms are satisfied.

FEEDBACK

The management of the hall are eager to hear back from people who hire the hall. Did you have a good experience of the facility? Are there areas that could use improvement? Tell us about your event, because we want the facility to be fit for purpose for everyone who hires it.